

**SUMMARY OF THE
JOINT TRANSITION/PROGRAM POLICY & STRUCTURE COMMITTEES MEETING
APRIL 24, 2002**

The Transition and Program Policy and Structure Committees of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, April 24, 2002, at 1:00 p.m. Eastern Daylight Time (EDT) via teleconference. Program Policy and Structure Committee Chairperson Dr. Kenneth Jackson of the New York State Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items that follow.

REVIEW OF PREVIOUS MINUTES

The minutes from the March 13, and April 10, 2002, teleconference were reviewed and approved as amended.

PRESENTATION AT NELAC 8

Dr. Jackson opened discussion by reviewing the proposed structure of the presentation that will be made jointly by both the Transition and Program Policy and Structure Committees at NELAC 8 on Tuesday, July 9, from 2:00 p.m. to 5:00 p.m. Consensus was that an hour would be allotted for the Constitution and Bylaws, an hour for the presentations of Standards Development Organizations, and an hour for the remainder of the topics.

It was recommended that utilizing graphics that would clearly outline the differences between Standards Development and Standards Adoption, highlighting what would be the same and what will change, would be beneficial during the introduction.

It was suggested that the concerns that precipitated this restructuring also be addressed. Dr. Jackson pointed out that much of this would be covered during the history and background portion of the presentation. Ms. Hankins agreed to provide information for this portion of the session.

It was recommended that further elaboration on the role of the Standards Review Committee be given, addressing such issues as the process when standards were received from several Standards Development Organizations and the relationship between the Standards Development Organizations and NELAC.

Considerable discussion ensued regarding the presentations to be given by Standards Development Organizations. Dr. Jackson will circulate to all the members the suggested key points that the organizations are to be asked, which will be discussed further at the next teleconference. The possibility of providing space for posters supplied by the presenting Standards Development Organizations was discussed. The decision was deferred until more information could be supplied from the meeting organizer, Ms. Silky Labie.

It was suggested that clarification was needed on the effective date(s) of use of the 2002 standards that are to be voted on at NELAC 8. It was recommended that this issue be addressed in an FAQ. It was recommended that the existing policies also be reviewed with the purpose of determining which ones must be retained. It was noted that the Board of Directors, as an ongoing duty, review the policies.

Dr. Jackson will proceed to incorporate the suggestions received from the members into the outline of the presentation, for review and discussion at the next teleconference. The issue of speakers and the conclusion/summary will also be addressed at the next teleconference.

FUTURE TELECONFERENCES

The next teleconference will be May 08, 2002, at 1:00 p.m. EDT. Dr. Kimsey will set up teleconference lines for this date.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
TRANSITION/PROGRAM POLICY & STRUCTURE COMMITTEE MEETING
APRIL 24, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1.	04/24/02	Ms. Hankins will provide information for the background and history section of the session.	ASAP
2.	04/24/02	Dr. Jackson will circulate to all the members the suggested key points that the Standards Development Organizations are to be asked, which will be discussed further at the next teleconference.	05/08/02
3.	04/24/02	Dr. Jackson will incorporate the suggestions received from the members into the outline of the presentation, for review and discussion at the next teleconference. The issue of speakers and the conclusion/summary will also be addressed at the next teleconference.	05/08/02
4.	04/10/02	Dr. Jackson and Ms. Deb Loring will create a one-page paper listing pros and cons of a specified number of officials of NELAP Accrediting Authorities on the Board of Directors and certain committees and circulate it to the members prior to the next teleconference.	05/08/02
5.	04/10/02	Drs. Jackson and Kimsey will invite standards development organizations to make a presentation at NELAC 8.	ASAP
6.	03/27/02	Ms. Hankins will distribute the proposed modification of the Constitution and Bylaws to all committee chairs and ELAB, and have it posted on the NELAC website.	05/15/02

**PARTICIPANTS
TRANSITION/PROGRAM POLICY & STRUCTURE COMMITTEE MEETING
APRIL 24, 2002**

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